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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO:	Lt. Stephen R. Kramer, Chairman, 3201 Warsaw Avenue Cincinnati, 513-263-8350 (O) 513-263-8304 (City of Cincinnati County of Hamilton		
(2) FROM:				
	(DEPARTMENT DIRECTOR NAME)		(DEPARTMENT NAME)	
Personnel wo	by Section 206-11 CMC, I request the vithin this department will make every sposed of in violation of this schedul action or request. Further, any micro	y effort to prevent these re- le and no record will be kno	cord series from be owingly disposed of	ing destroyed, transferred, or which pertains to any pending
(DIRECTOR'S SIG	GNATURE)	_		(DATE)
	<u> </u>			. ,
	CATION: I hereby certify that our re the retention schedules contained o			•
on (4)		by the minutes kept by this		s RC-2 was approved
OH (4)	as reflected	by the minutes kept by this	s commission.	
Chairman,	Records Commission:			
,		(SIGNATURE)		(DATE)
Reviewed b	by the Ohio Historical Society:			
		(SIGNATURE)		(DATE)
Approved b	by the Ohio Auditor of State:	(SIGNATURE)		(DATE)
		(0.0)		(=:=/
Records at:		0		
	(DEPARTMENT)	(DIVISION / SUBDIVISION)		(LOCATION / BRANCH)
(5)	(6)	(7)	(8)	(9)
Schedule	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or
Number	Record Title and Bescription	Tretention Feriod	Wicaia Type	OHS-LGRP
	<u> </u>			<u> </u>
		+		
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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Records at:	0			
	(DEPARTMENT)	(DIVISION / SUBDIVISION)		(LOCATION / BRANCH)
(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Records at:	(DEPARTMENT)	(DIVISION / SUBDIVISION)	(LOCATION / BRANCH)		
(5)	(6)	(7)	(8)	(9)	
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	
		END OF LIST			